

CSO Solicitation No. 2188
Bridge and Sign Support Inspection Services
Prequalification Category – Bridge and Structure Inspection

ELIGIBLE FIRMS HAVE BEEN SENT THIS SOLICITATION LETTER.
IT IS POSTED HERE FOR INFORMATION ONLY.

The Connecticut Department of Transportation (Department) is seeking to engage five (5) consulting engineering firms to perform routine and in-depth safety inspections on bridges and overhead sign supports that conform to the standards prescribed by the American Association of State Highway and Transportation Officials (AASHTO), the National Bridge Inspection Standards (NBIS) and the Department's Bridge Inspection Manual. These contracts will also include quality control/quality assurance checks of work (primarily inspections and inspection reports) prepared by others.

The contract will be limited to three (3) years, plus one additional year to complete previously assigned tasks. No new work will be assigned after three (3) years from the start of the contract, which is anticipated to be July 1, 2013. Each contract will require the inspection of approximately 400 bridges carrying state and local roadways and 400 overhead sign supports; however, the total assignment may vary depending on the Department's needs.

The selected consultant will be required to prepare correspondence concerning the maintenance and preservation of the structures they inspect. Inspection reports shall be prepared using the latest procedures and technology required by the Department including updating databases using MS Office software products. Report sketches will be required to be completed in MicroStation CADD format.

The selected firm will be required to provide the inspection equipment necessary to complete this assignment and to maintain a Connecticut office for the duration of this assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment. For further information, please refer to the Department's Bridge Inspection Manual. (This manual can be found online at www.ct.gov/dot under the publications link.)

If your firm desires to be considered for this assignment, your submittal should consist of a one-page letter-of-interest and Department Form CSO 255 with a maximum of five résumés. One of the résumés must be that of the proposed Project Manager, as well as assurance that he/she will be available for this assignment.

Four copies of the submittal are required and they must be postmarked by, or, if hand delivered, received by **3:00 p.m. on January 30, 2013**.

Included in the submittal must be a brief narrative summarizing your current bridge inspection workload, the location of the office where the work will be performed and the staff size of that office. You must also include a narrative description of proposed staff qualifications, and their experience and expertise in (1) bridge inspection and evaluation; (2) bridge rehabilitation and maintenance; (3) overhead sign support inspection and evaluation; (4) mechanical and electrical inspection of movable bridges; (5) non-destructive testing; (6) an established safety program and familiarity with OSHA regulations; (7) familiarity with the Department's bridge inspection policies and procedures; and (8) familiarity with AASHTO specifications, including load ratings methods, and the NBIS bridge inspection standards. The types and availability of inspection equipment should be listed, as well as an indication of those members of your staff which have completed the NBIS Safety Inspection Training.

You are advised that a disadvantaged business (DBE) goal applies to this project. The goal will be no less than 8 percent of the agreement value. Within the letter of interest submittal, you must include the designated certified Disadvantaged Business Enterprise (DBE) subconsultant(s) which you plan to use. The DBE consultant(s) must be currently certified by the Department. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Subconsultants may be used to comply with DBE requirements or perform specialized work. Joint venturing assignments will not be allowed.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252 and 4a-81, the selected firm(s) must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification, Rev. 11-29-11) and Form 5 (Consulting Agreement Affidavit, Rev. 10-01-11), prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Any consultant that does not make the certification (Form 1) required under subsection (e) of CGS 4-252 or refuses to submit the affidavit (Form 5) required under subsection (c) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1 and 5 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://das.ct.gov/cr1.aspx?page=371>, to subscribe to Biznet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (pdf)".

For all State contracts as defined in CGS § 9-612(g)(1) having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice is attached hereto and hereby made a part of this solicitation.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information and histories.

Prior to the negotiation process, the selected firm will be required to have a Department-approved audit and affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded). The selected firm will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiation process.

Circumstances may require the rescheduling or cancellation of projects. Should this action be necessary, the Department would be under no obligation to provide supplementary work. The Department reserves the right to award subsequent phases of an assignment to other qualified firms.

The Department reserves the right to add an additional project(s) of a similar nature for a separate selection, should additional projects become available prior to the interview phase of the selection process.

All letters of interest shall be mailed to:

Mr. David M. Mancini, P.E.
Office of Consultant Selection
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, Connecticut 06111

Hand deliveries should be brought to the front desk at the aforementioned address, no later than 3:00 p.m. on January 30, 2013.

Please be advised that firms must continue to be prequalified in the specified category for the year a shortlist is finalized and/or selection made.

All inquiries regarding this request for letter-of-interest must be directed to the Consultant Selection Office at (860) 594-3017.